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7 December 1951

MINUTES OF SENIOR SERVICE COMMITTEE MEETING

3 December 1951 - 4:00 P.M.

Present: F. Trubee Davison - AD/Personnel
Matthew Baird - Director of Training

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1. The minutes of the 8th and 9th meetings were approved as distributed.

2. No specific action was taken on the Statement regarding Personnel Policy.

3. The membership of the Working Group on Trainees and the Working Group on Extension Training was discussed. No changes were made in the Working Group on Extension Training. The membership of the Working Group on Trainees was modified as follows:

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James Angleton, OSO (original member)

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(Note: This Working Group will have to select a new Chairman to replace ☐ may be only a temporary member.)

4. There was discussion of the dual role which each member of a Working Group must perform, namely, a.) his responsibility to his Assistant Director or Office Head for ensuring that the views, data, and plans of his Office are thoroughly considered, and b.) his responsibility to the DCI, through the Career Service Committee, to devise on an Agency-wide basis a practical and effective Career Service Program. It was agreed that General Davison would discuss this matter at the next meeting of the Assistant Directors with the DCI.

5. The Parachute Jump Pay problem (No. 3 of the agenda) which was referred back to the Career Service Committee by the Senior Review Committee was discussed. It was agreed that this problem would not be referred back

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to the Working Group on Career Benefits but would henceforth be handled directly by the Office of Training with the Deputy Director/Administration.

6. The report of the Working Group on Rotation regarding recommendation re handling certain high-level key personnel was received and discussed. It was agreed that this matter would henceforth be handled by the AD/Personnel directly with the ADD/Administration (Special).

7. The tentative drafts of the Selection Criteria Working Group, "Selection Criteria for Participation in CIA Career Service Program" and "Centralization of Selection for Participation in the CIA Career Service Program", were examined, briefly discussed, and tabled for further consideration.

8. The recommendations of the Working Group on Career Benefits concerning the "Continuance of Pay and Allowances" and the Senate Bill S. 1820 was discussed and referred back to that Working Group for specific recommendations as to how the Bill should be modified from its present text in order to meet the requirements of CIA.

9. Plans for the circulation of the results achieved (minutes or summaries of minutes) by each Working Group to all other Working Groups were discussed. It was agreed that the text to be circulated would be available to the Career Service Committee for clearance prior to actual circulation. It was also agreed that these texts would be clearly marked as working papers for the convenience and information of the Working Groups and would not be considered necessarily approved by the Career Service Committee.

10. It was agreed that the next meeting of the Committee will be held on Monday, 10 December 1951, at 4:00 P.M. in Room 115, North Building.

11. The meeting adjourned at 5:10 P.M.

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Executive Secretary

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